

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
OFFICE OF SAFETY, SECURITY, ENVIRONMENT, AND MISSION ASSURANCE					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL OSSEMA EMPLOYEES					
LMS Policy Manual	OJT	Immediate	1 hour	As updated	
OSSEMA Organizational Unit Plan (LMS-OUP-4700)	OJT	Immediate	1 hour	As updated	
LMS-OP-4702, OP-4704, CP-4703, CP-4705, CP-4706, CP-4523, CP-4758	OJT	Immediate	4 hours	As updated	
OSSEMA's Annual Operating Agreement	OJT	Within 30 days of revision	2 hours	Annually	
Calendar System	OJT	Immediate	30 minutes	N/A	
Eudora Training	OJT	Immediate	30 minutes	N/A	
LMS-CP-3312 - Time and Attendance Entry (WebTADS)	OJT	Immediate	1 hour	N/A	
Travel Manager	OJT	Immediate	30 minutes	N/A	
Ethics Training	Class/Video/Web-based	Within 1 st year	As required	Annual/As required	
IT Security Training	Class/Video/Web-based	Within 1 st year	As required	Annual/As required	
Facility Safety Overview	OJT	Immediate	1 hour	As required	
NASA Strategic Plan	Study/Review	First Month	2 hours	As revised	

LaRC Strategic Plan	Self study/review with Supervisor	Within 3 months	2 hours	N/A	
LaRC Implementation Plan	OJT	Within 3 months	2 hours	N/A	
NPG 7120.5 Overview	OJT	Within 2 weeks	8 hours	N/A	
Center Emergency Plan	OJT	Immediate	30 minutes	N/A	
Employee Assistance Program	OJT	Immediate	30 minutes	N/A	
Meeting Maker Calendar Software	OJT	Within first week	30 minutes	N/A	
Eudora Pro Training	OJT	Within first week	30 minutes	N/A	
Telephone System	OJT	Within first week	30 minutes	N/A	
Public Key Infrastructure Procedures (LMS-CP-5630 and 5631)	OJT	Within 2 months	30 minutes	N/A	
SUPERVISORS/MANAGERS					
Management and Supervisor Training (MAST)	Classroom	As soon as available	40 hours	N/A	
Resources and Financial Management Overview	Classroom	Within first year	7 hours	N/A	
Acquisition Overview for Supervisors	Classroom	Within first year	3 hours	N/A	
CFO Organizational and Processes Overview	Classroom	Within first year	8 hours	N/A	
WebTADS Approval	OJT	Within first week	1 hour	N/A	
SAP Approver Training	OJT	Within first month	1 hour	N/A	
Credit Card Approver Training	Classroom	Within first week	2 hours	N/A	
Safety Training	Classroom	Annually	1 hour	N/A	
Role of Supervisor in Management: LAPG 3250.1	OJT	Within first week	30 minutes	N/A	
Probationary Period for Supervisors: LAPD 3315.1	OJT	Within first week	30 minutes	N/A	
Corrective and Preventive Action Tracking System	OJT	Immediate	1 hour	N/A	
LMS-CP-4309 - Identification, Recording and Evaluation of Required/Mandatory Training	OJT	Immediate	1 hour	N/A	

LMS-CP-4312 - Individual Development Plans	OJT	Immediate	1 hour	N/A	
LMS-CP-4316 - Training Needs Assessment/Off-Site/On-Site Training	OJT	Immediate	1 hour	N/A	
COTR					
Contracting Officer's Technical Representative	Classroom	Within 6 months	5 days	N/A	
LMS-CP-4523 - Contractor Performance Monitoring	OJT	Immediate	1 hour	N/A	
SECRETARIES/SECRETARIAL COOPS/STAY-IN-SCHOOL STUDENTS					
Office Correspondence Procedures (LAPG 1450.1)	OJT	Immediate	2 hours	As updated	
Agencywide Filing System	OJT	Within first month	30 minutes	N/A	
LMS-CP-4540 - Procurement Purchase Card	Classroom	Immediate	3 hours	N/A	
LMS-CP-4545 - Obtaining a Purchase Request	OJT	Immediate	1 hour	N/A	
LMS-CP-4505 Prepare Purchase Requisition and Supporting Documentation (SAP System) – CP-4505	OJT	Immediate	1 hour	N/A	
LaRC Correspondence Log	OJT	Immediate	30 minutes	N/A	
NASA Records Retention Schedule (NPG 1441.1 & LMS-CP-2707)	OJT	Immediate	30 minutes	As updated	
Travel Guidance (Travel Manager)	OJT	Immediate	1 hour	N/A	
Copy Machine	OJT	Within first week	1 hour	N/A	
Property Custodianship	OJT	Immediate	30 minutes	N/A	
Preparation and Input of Weekly Key Activities	OJT	Within first week	30 minutes	N/A	
LMS-CP-3312 WebTADS	OJT	Immediate	1.5 hours	N/A	
SFAO EMPLOYEES					
LMS-CP-4710 - Configuration Management for Facilities	OJT	Immediate	30 minutes	N/A	
LMS-CP-4890 - Construction and Change Assurance for High Risk Facilities	OJT	Immediate	30 minutes	N/A	

LMS-CP-4760 – Reporting Injuries, Illnesses, Compensation Claims and Unsafe Working Conditions	OJT	Immediate	30 Minutes	N/A	
LaRC Safety Manual	OJT	Immediate	8 hours	N/A	
LaRC Facility Assurance Manual	OJT	Immediate	6 hours	N/A	
LaRC Emergency Preparedness Plan	OJT	Immediate	4 hours	N/A	
SMSO EMPLOYEES					
LMS-CP-4872, 4850, 4810-	OJT	Immediate	30 minutes each	N/A	
LAPD 1600.3	OJT	Immediate	30 minutes	N/A	
EMO EMPLOYEES					
LAPD 8800.1 – LaRC Environmental Compliance, Restoration, and Pollution Prevention Program	OJT	Immediate	30 minutes	N/A	
LAPG 8800.1 – Environmental Program Manual	OJT	Immediate	30 minutes	N/A	
LMS-CP-4759 – Acquisition of Hazardous Materials	OJT	Immediate	30 minutes	N/A	
LMS-OP-4803, 4807	OJT	Immediate	30 minutes each	N/A	
MAO EMPLOYEES					
LMS-CP-4750, CP-4751, CP-4753, CP-4754, CP-4756, CP-4892	OJT	Immediate	30 minutes each	N/A	
LAPG 5300.1 - Space Product Assurance	OJT	Within 1 month	16 hours	N/A	
FACILITY ENVIRONMENTAL COORDINATOR					
Environmental Coordinator Training	Classroom (OSEM)	At earliest opportunity	1-4 hours	Annually	
Waste Management Course	Classroom (OSEM)	At earliest opportunity	1 hour	Annually	
LAPG 8800.1	OJT	Within 3 months	1 hour	Annually	
FACILITY SAFETY HEAD					
Safety Training per LAPG 1740.3	Class/video	Within 1 month	2 hours	Annually	
Facility Safety Head/Coordinator Guide (LAPG 1740.3)	OJT	Recommended by FSH/Supervisor	1 hour	N/A	
Facility Safety Requirements (LAPG 1740.2)	OJT	Recommended by FSH/Supervisor	1 hour	N/A	

Annual Training Sessions	OJT	At earliest opportunity	2 hours	Annually	
FACILITY COORDINATOR					
Facility Coordinator Training	Classroom	Within 1 month	1-4 hours	N/A	
Facility Safety Head/Coordinator Guide (LAPG 1740.3)	OJT	Upon recommendation of Supervisor	1 hour	N/A	
Facility Safety Requirements (LAPG 1740.2)	OJT	Upon recommendation of Supervisor	1 hour	N/A	
PROPERTY CUSTODIAN					
NASA Equipment Management (NPG 4200.2B) Training	Classroom	Within 1 month	2 hours	N/A	
INFORMATION PROTECTION ADVISOR					
Information Protection Advisor Training	Classroom	Within 1 month	2 hours	N/A	
Document Availability Authorization	OJT	Within 1 month	30 minutes	N/A	
Granting Foreign Nationals and Foreign Representatives Computer Accounts	OJT	Within 1 month	30 minutes	N/A	
INFORMATION TECHNOLOGY SECURITY REPRESENTATIVE					
Conducting a Risk Assessment and Preparing the IT Security Plan	OJT	Within 1 month	30 minutes	N/A	
ORGANIZATION UNIT TRAINING COORDINATORS					
Training Needs Assessment, On-Site and Off-Site Training Process; LMS-CP-4316	OJT	Within 1 month	1 hour	N/A	
Required/Mandatory Training Process; LMS-CP-4309	OJT	Within 1 month	1 hour	N/A	
ORGANIZATIONAL UNIT DESIGNATE FOR LMS FEEDBACK IN CAP TRACS					
Use of Corrective, Preventative and improvement Action Tracking system	OJT	Within first week	30 minutes	N/A	